



JOB DESCRIPTION

JOB TITLE: Management Analyst

DEPARTMENT: Various Departments

REPORTS TO: Assigned Director or Manager

DATE: July, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: September, 2001

FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of assigned director or manager, performs professional administrative and research work of a technical nature in support of the department to which it is assigned; performs other related work as assigned.

CLASS CHARACTERISTICS: The Management Analyst is an advanced journey level classification responsible to conduct research, compile data, and present findings regarding technical functions and projects within the assigned department. This classification is distinguished from other classes by the degree of independent thought, action and judgment on assigned projects. Positions in this class report to the director or manager of the specific department to which it is assigned. Job functions listed below are comprehensive and not all functions may be assigned at any given time.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the assigned director or manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Design and implement research projects and surveys for administrative, operational, budgeting and other functions.
2. Analyze and interpret data and prepare summary reports.
3. Develop new and revised programs, systems, procedures and methods of operation.
4. Compile materials and assist in the preparation of reports, manuals and other publications.
5. Assist with the coordination of inter-departmental and departmental activities and with outside agencies.
6. Represent the City in interdepartmental, community and professional meetings as required.

7. Prepare various public information materials including newsletters, press releases and brochures.
8. Prepare both oral and written reports, correspondence, and other text for use by department director or manager.
9. Research City Council requests on City policies related to public works functions.
10. Prepare and monitor specified departmental activity budgets and may be assigned to oversee the development, administration and monitoring of the overall department budget and revenues.
11. Coordinate contracts including creation of Request for Proposals, bid openings, review proposals submitted, prepare staff reports to City Council to get contract approval, draft purchase order, and provide ongoing contract administration functions.
12. Maintain vehicle inventory and assist with vehicle acquisition (if assigned to the Public Works Department).
13. Assist department staff with various administrative duties.
14. Assist in monitoring and reviewing complex automated systems that provide financial, programmatic, and operational information.
15. Oversee department payables function.
16. Apply for and manage grants as directed by the department director or manager.
17. Analyze bills being considered by the California state legislature and other legislative issues to determine impact on department.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a bachelor's degree from an accredited college with coursework in public administration or a related field.
2. Two years of general administrative local government experience which includes professional-level analytical work.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Knowledge of:

1. Principles and practices of organization and public administration.
2. Principles, methods and practices of municipal finance, budgeting and accounting.
3. Relationships between the City, general public and other government agencies.
4. Applicable City, county, state and federal laws, ordinances and regulations.
5. Organization and function of local government.
6. Research techniques, methods and procedures.

Skill in:

1. Reviewing organizational and administrative problems.
2. Developing and implementing goals, objectives and procedures.
3. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
4. Setting priorities and following-up on projects.
5. Properly interpreting and making decisions in accordance with laws, rules and policies.
6. Use of common office software including Microsoft Office.
7. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Communicate clearly and concisely, both orally and in writing.
2. Represent the City effectively in meetings and with others.
3. Maintain accurate records and preparing clear, concise and competent reports, correspondence and other written materials.
4. Establish and maintain working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions.
4. Noise level in the work environment is usually moderate.